

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby

## Admin Assistant

L Case (Mat Cover)

The Bounty  
Godstone Green  
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## MINUTES

of the virtual meeting of Godstone Parish Council held on **Monday 4 January 2020 at 7.30pm** by video conference call

**Members:** Cllrs J Gardner, C White, B Davis, S Farr, D Stone, C Farr, J Farnaby and L Case  
**Apologies:** District Councillor C Swann  
**Absent:** Cllr M McLoughlin  
**In Attendance:** S Endersby (Clerk)

### 1. Questions from Members of the Public – None

### 2. Apologies and reasons for absence

2.1 No apologies had been received.

**RESOLVED** – The meeting was deemed quorate.

### 3. Declarations of Interest

3.1 Item 8.3.2 - All members present are parishioners and dispensation was granted to each member on the grounds that the transaction of business will be impeded given the number of Councillor's who would otherwise be prohibited from participating.

### 4. County and District Councillors

4.1 District Councillor C Farr –

4.1.1 There will be [Police and Crime Commissioner, District and Parish elections](#) in May 2021

4.1.2 Tandridge District Council offices are being used as a Covid-19 Vaccination centre.

### 5. Minutes of the previous meeting held on Monday 7 December 2020

5.1 The council considered the draft minutes.

**RESOLVED** – Councillors unanimously agreed that the minutes were an accurate record of the meeting held on 7 December 2020 and that they be signed by the Chair.

### 6. Reports

6.1 Clerks Report

6.1.1 [Surrey Funding Opportunity](#), information on the Surrey 'Your Fund' initiative, noting it is possible to log an idea and get feedback before proceeding to a more formal application to apply for funding for a local project from the £100 million Surrey Fund.

6.1.2 Bletchingley letter in relation to Pond Tail Surgery

6.1.3 Replacement of external safety light at the Bounty (estimate £140).

- Noted that this would be out of the Bounty maintenance budget.

- Figures were not available during the meeting to confirm if this cost had been specifically detailed in future known spend during recent reviews of finance.

- Due to the Health and Safety for employees the necessity to carry out the work was considered important.

**RESOLVED** – Councillors unanimously agreed that the work be carried out as soon as possible due to the Health and Safety and security.

6.1.4 Call about Greenbelt Land and 'cleaning' it up

**Action 1/21 – 1** – Caller to be referred to Cllr J Gardner

6.2 Chairman's Report – (for noting) information only

6.2.1 Return of Village Sign – It was confirmed that the cost of returning the sign had been included during recent finance reviews

**RESOLVED** – Councillors unanimously agreed that the work be carried out to return the village sign on a new post.

**Action 1/21 – 2** – Clerk to liaise with Maintenance contractor and Cllr J Gardner.

6.2.2 Allotment Number signage – Prototype shown.

**Action 1/21 – 3** – Clerk to double check if spend on allotment signage was accounted for in known spend for the remainder of FY2020-21. Parish office to confirm allotment numbers.

6.3 Reports (for noting) from representatives on outside bodies etc – No reports given.

## 7. Current Planning issues

7.1 Planning Committee report from 16 December 2020 - Noted

## 8. Finance Matters

8.1 Accounts for payment - to approve **DECEMBER** accounts for payment:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Direct Debits</b>							
G955	British Gas Lite	1192764	12/09/2020	Electricity Bill	39.3	1.96	41.26
G964	BT	M09731	17/12/2020	Telephone and Internet	49.15	9.83	58.98
G960	NEST			Pension DEC - Employees/Employers total payment paid.	120.75		120.75
<b>Invoices for Payment</b>							
G953	Godstone Baptist Church	GRANT		EAF Grant as agreed at the December PC meeting	250		250
G954	Neat Gardens	254	Nov 2020 (received 15 Dec)	Leaf Clearance - Godstone Green (as previously agreed and recapped at Dec meeting)	575		575
G959	HMRC			DEC - NI and Income Tax	545.1		545.1
G956-58	Salaries			DEC - Salaries	2018.65		2018.65
G961	S Endersby	44149579		Expenses (Zoom 30/12/20)	11.99	2.4	14.39
G962	BH Cricket Club			Request for funds for use of Electricity	125		125
G963	Village Maintenance	03/01/2021	03/01/2021	Maintenance during DEC	270		270
G965	Hayes Hygiene	56381	21/12/2020	Cleaning product for Playground	10.05	2.01	12.06

\*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. \*\*Employees/Employers total payment paid by GPC to NEST.

**TOTAL**

**£4,014.99 £16.20 £4,031.19**

**RESOLVED** – It was acknowledged that the payment summary for **DECEMBER** and copy invoices had been circulated by email to all councillors. The accounts for payments, totalling **£4031.19** on payment of salaries, was unanimously approved.

**ACTION – 1/21 – 4** – Clerk to pay invoices and arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

8.2 Councillors noted that **NOVEMBER** accounts for payment summary had been circulated after the December meeting to all councillors, as agreed at the Parish council meeting on 8 December 2020, and are detailed below for reference.

**RESOLVED** - It was acknowledged that the **NOVEMBER** accounts for payment, totalling **£6,569.97** on payment of salaries, had been completed and no issues raised following the circulation of the summary information sheet.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Direct Debits</b>							
G942	BT (DD on 1 December)	MO96 &F	17/11/20	Telephone and Internet	49.15	9.83	58.98
G936	British Gas Lite	1132509	09/11/20	Electricity Bill	32.68	1.63	34.31
G949	NEST			Pension NOV - Employees/Employers total payment paid by GPC to NEST.	111.22		111.22
<b>Invoices for Payment</b>							

G933	SSALC/Break Through Communication	14530	02/11/20	Data Protection Webinar	30	6	36
G934	S Endersby			Expenses (Zoom 30/10/2020)	11.99	2.4	14.39
G935	Hayes Hygiene	55249	04/11/20	Cleaning product for playground	10.05	2.01	12.06
G937	Crawley Fire	208952	08/11/20	Fire Extinguisher Yearly Check	40	8	48
G938	Crawley Fire	208953	08/11/20	Fire Extinguisher replacement	80.5	16.1	96.6
G939	Godstone Primary & Nursery School		Grant	Emergency Assistance Funds Grant (agreed NOV)	250		250
G940	Stonecrest Monumental Stonemasons Ltd	20174	09/11/20	Repair of damaged step to war memorial - St Nicholas Church	305	61	366
G941	Godstone Scouts			Grant - Standard (agreed NOV)	1000		1000
G943	Merlin Lighting	1208	25/11/20	Christmas lighting (as per quote)	1951.01	390.2	2341.21
G944	One to One	5915	19/11/20	Printer toner and envelopes	214.31	42.86	257.17
G945-47	Salaries			NOVEMBER Salary Payments - Inc Mat cover	1451.23		1451.23
G948	HMRC			NI and Income Tax - NOVEMBER	228.41		228.41
G950	Fairalls	472775	23/11/20	Repair work to the Village Telephone Box	7.68	1.54	9.22
G951	Fairalls	469874	16/11/20	Maintenance supplies for South Godstone Bus Shelter	12.64	2.53	15.17
G952	Village Maintenance	Nov Work	04/12/20	Invoice for 12 hours work on Godstone Green	240	0	240

\*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. \*\*Employees/Employers total payment paid by GPC to NEST.

**TOTAL**

**£6,025.87 £544.10 £6,569.97**

8.2 Accounting Statements - The Summary Financial Report to **SEPTEMBER**, **OCTOBER** and **NOVEMBER** were all provided in advance of the meeting:

8.2.1 Summary Financial Report to **SEPTEMBER** - Bank reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary.

**RESOLVED** - Councillors unanimously approved the Summary Financial Report for **SEPTEMBER**.

8.2.2 Summary Financial Report to **OCTOBER** - Bank reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary.

**RESOLVED** - Councillors unanimously approved the Summary Financial Report for **OCTOBER**.

8.2.3 Summary Financial Report to **NOVEMBER** - Bank reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary.

**RESOLVED** - Councillors unanimously approved the Summary Financial Report for **NOVEMBER**.

**ACTION 1/21 - 4** - Clerk to make arrangements for the Summary Financial sheets for September, October and November to be signed on behalf of the Parish council and the pages of the bank statement be initialled, working around the current COVID 19 restrictions as soon as practicable.

8.3 Finance Committee Report - The Finance Committee recommended the FY2021-22 Draft Budget, Virements and propose Precept for FY2021-22.

8.3.1 Proposed Budget and Virements

8.3.1.1 Virements - The following Virements of CIL Funds were proposed as part of the 2021-22 Budget presented:

- £3305 CIL funds allocated to Blindley Heath Car Park Barrier
- £6k CIL funds allocated to Landscaping of Car Park
- £9008 CIL funds allocated to Car Park as contingency
- Following the Virements detailed above, all CIL funds would be allocated to projects at the start of FY2021-22

8.3.1.2 Proposed Budget - The Budget detailed below was proposed for FY2021-22

**DRAFT BUDGET for FY2021-22**

<u>Receipts</u>	<i>Reserves - Designated/ Restricted Funds</i>	2021/22 Draft FULL Budget	Precept Budget	Budgeted from other Income
Precept		67,633	67,633	
CIL (Unallocated from FY19-20 & FY20-21)	0.00	424		424
Burial Grounds		14,000		14,000
Greens and Commons		1,000		1,000
Rents		4,000		4,000
Bank Interest, Donations & Grants				
Hilly Fields Car Park				
Children's Playground Refurb.				
Blindley Heath – Management Grant				
Memorial Benches				
Christmas Lights		500		500
Hilly Fields				
Pond (GG)				
War Memorials				
VAT Refunds				
Neighbourhood Plan				
Monies held for Local organisations				
Godstone Green Defence - Donations				
Donation for Tree Works	0.00			
Donation - Telephone Kiosk				
<b>TOTAL</b>	<b>0.00</b>	<b>87,557</b>	<b>67,633</b>	<b>19,924</b>
<u>Payments</u>	<i>Reserves - Designated/ Restricted Funds</i>	2021/22 Draft FULL Budget	Precept Budget	Budgeted from other Income
<b>Administration</b>				
Salaries and Clerks Expenses		25,781	25,651	130
Rent/Rates/Insurance		3,606	3,583	23
Heating/Lighting/Telephone/Postage etc		887	887	0
Training Councillors and Staff		1,385	360	1,025
Maintenance/Office Equipment		3,128	2,470	658
Audit/Allowances/Sundries/Subscriptions		2,852	2,852	0
<b>Total Administration</b>	<b>0.00</b>	<b>37,639</b>	<b>35,803</b>	<b>1,836</b>
<b>Burial Grounds</b>		<b>7,560</b>	<b>7,560</b>	<b>0</b>
<b>Greens and Commons</b>				
Maintenance Contract		2,000	1,250	750
Godstone Green		10,229	6,829	3,400
South Godstone		625	625	0
Blindley Heath Common - Not SSSI	3,305.00	5,761	4,761	1,000
Hilly Fields (not allotment site)		500	400	100
Tilburstow Hill Common		775	775	0
<b>Total Greens and Commons</b>	<b>3,305.00</b>	<b>19,890</b>	<b>14,640</b>	<b>5,250</b>
Allotments		450	300	150
Tree Survey and Tree Care (Across Parish)		6,189	2,978	3,211
Notice boards and bus shelters		160	160	0

Grants and Donations	500.00	2,000	0	2,000
CIL		0	0	0
Hilly Fields Car Park	37,363.52	0	0	0
Hilly Fields Car Park - CIL Funds allocated	43,106.08	0	0	0
Children's Playground	17.00	4,306	2,806	1,500
Blindley Heath - SSSI - SWT		2,250	2,250	0
Blindley Heath – GPC Management obligations		500	320	180
Blindley Heath - Donated Land	1,500.00	0	0	0
Christmas Lights	2,458.00	886	386	500
Memorial Benches	481.39	300	200	100
Neighbourhood Plan	1,453.93	100	100	0
Hilly Fields		0	0	0
Ponds	267.99	0	0	0
War Memorials		229	129	100
Donation for Tree Works (Enterdent)		0	0	0
Donation - Telephone Kiosk		0	0	0
Monies held for Local organisations	0.00	0	0	0
Defence of Godstone Green (incl. Blindley Heath Defence)		1,000	0	1,000
Projects - Path on the green	3,000.00	1,500	0	1,500
Projects - Path at the burial ground	2,000.00	1,000	0	1,000
Projects - Horse pond Long term care	1,000.00	1,500	0	1,500
Fees for Professional Services (Local Plan Consultation - Inspection Stage)	1,944.32	0	0	0
Wayleaves Project		0	0	0
VAT for Reclaim		0	0	
<b>Total Other Payments</b>		<b>22,370</b>	<b>9,629</b>	<b>25,481</b>
<b>TOTAL PAYMENTS</b>	<b>98,397.23</b>	<b>87,459</b>	<b>67,633</b>	<b>19,827</b>
Surplus/Deficit		98	0	97

**RESOLVED** – Councillors unanimously approved the virements as proposed by the Finance Committee and detailed, 8.3.1.1 a. – c.

**ACTION 1/21 – 5** – Clerk to complete the virements detailed immediately.

**RESOLVED** – Councillors unanimously approved the budget proposed by the Finance Committee and detailed, 8.3.1.2.

8.3.2 Precept for the year 1 April 2021 - 31 March 2022 - The Finance Committee recommend a Precept of £67,633 for the FY2021-22 (Proposed: Cllr C White (Finance Cttee Chair); Seconded Cllr S Farr (Finance Cttee member))

<u>Current Year 2020-21</u>		<u>Next Year 2021-22</u>	<u>Increase</u>
£64,655	<b>Precept</b>	£67,633	4.61%
2,505.5	<b>Tax Base</b>	2,510.5	0.20%
£25.81	<b>Band D</b>	£26.94	4.40%

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£17.20	<b>Band A</b>	£17.96	£0.01
£20.07	<b>Band B</b>	£20.95	£0.02
£22.94	<b>Band C</b>	£23.95	£0.02
£25.81	<b>Band D</b>	£26.94	£0.02
£31.54	<b>Band E</b>	£32.93	£0.03
£37.27	<b>Band F</b>	£38.91	£0.03
£43.01	<b>Band G</b>	£44.90	£0.04
£51.61	<b>Band H</b>	£53.88	£0.04

**RESOLVED** – Councillors, by a majority, agreed that the precept for FY2021-22 be set at £67,633.

*Noted - Cllr B Davis voted against the motion and stated that he believed the Precept increase should have been higher.*

**ACTION 1/21 – 6** – Clerk to complete the required paperwork for submission of the precept information to Tandridge District Council within the required deadline.

## **9. Greens, Commons and Land**

### **9.1 Godstone**

9.1.1 Playground – Following the budget discussions it was noted that other sources of funding should be investigated to ensure a workable long-term plan for the playground.

**ACTION 1/21 – 7** – Cllr L Case to look at other funding possibilities for the long-term security of the playground.

9.1.2 Bench – Damaged bench reported.

**ACTION 1/21 – 7a** – Clerk to liaise with contractor on repair/removal of bench.

### **9.2 Hilly fields**

9.2.1 Noted rubbish wheelie bins blocking windmill lane.

9.2.2 Draft letter noted to UKPN in relation to the Hilly Fields Substation on Parish land.

**ACTION 1/21 – 8** – Parish office to send the letter to UKPN.

### **9.3 Bounty and Allotments**

9.3.1 Newsletter – Newsletter to be sent to allotment holders, with a proposal that included is an offer that if someone volunteers to create/chair and allotment association, that they would be offered a year rent free on their allotment.

**RESOLVED** – Councillors agreed the offer of a rent-free year as part of the newsletter.

**ACTION 1/21 – 9** – Parish office to circulate Newsletter following approval of draft.

### **9.4 Tilburstow Hill/The Enterdent**

9.4.1 Condition of the area noted, including the knotweed spraying program in place.

9.4.2 Concern about what is occurring at the Enterdent and private households extending areas near properties into the parish common land.

9.4.3 Noted that the track at the Enterdent is still closed annually.

**ACTION 1/21 – 10** – Cllr D Stone to liaise with Cllr M McLoughlin to prepare a report on the Enterdent and Tilburstow Hill.

### **9.5 South Godstone**

9.5.1 Reported that South Godstone Sports Club may be a venue for Covid testing.

### **9.6 Blindley Heath**

9.6.1 Pheasant Rise Eastbourne Road - Wall and trees (Cherry and Sapling)

**ACTION 1/21 – 11** – Clerk to check the details.

9.6.1 The annual grant to Blindley Heath Cricket Club for the electricity for the light and Christmas light were noted as detailed in 8.1 above.

## **10. Burial Grounds and Memorials**

10.1 Applications for Exclusive Rights of Burial - None

10.2 Memorials

10.2.1 Sparks – Application for a bench at the Burial ground to be submitted.

**ACTION 1/21 – 12** – Clerk to check if space available.

10.3 War Memorials and Postengate Farm Memorial Site

## **11. Correspondence**

i. Surrey Road Network Update

ii. Surrey Waste Local Plan 2019 - 2033 Adoption Statement

Item 11. ii. Discussed, and District Cllr C Farr was asked if Godstone is not taken out of the Greenbelt, can the local waste plan still continue.

District Cllr C Farr responded that Lambs Business Park is a separate issue to any potential changes to Godstone Village being part of the Greenbelt.

It was also reported that Blockade have now moved from Lambs Business Park to a site in Westerham.

iii. Survey for patients of Pond Tail Surgery in Godstone

iv. Voting safely at next year's elections

Item 11. iv. - It was noted that authorities are working to ensure that elections can take place in May in a Covid secure way. It was also confirmed that Mike Crane still intends to stand in the Tandridge District Council elections for the Godstone Ward.

v. C Banks - Tandridge District Council Local Plan - Inspector Letter ID/16 - Preliminary Conclusions & Advice

Item 11. v. Discussed, Cllr B Davis asked District Cllr C Farr if he has any comments. District Cllr C Farr responded that this is not the end of the Garden Village Plan as HIF funding has been applied for. Noting that central government policy has changed, this does not mean that TDC will not continue with the plan.

- vi. GVA - Local Plan Preliminary Findings
- vii. News: Have your say about the Council's budget

Item 11. vii. Noted concern about how money is spent at TDC.

- viii. Pondtail Surgery Future

Item 11. viii – Discussed, and it was noted that this initial letter is not a final decision. An Ashill development in the village may have a doctor's surgery building within its plans.

- ix. Pondtail Surgery future survey, letter sent by Bletchingley Parish Council

Item 11. ix. Discussed, and Cllr L Case reported the proactive activities of different groups in Godstone to raise awareness of consultation in order that parishioners have the chance to respond.

- x. Shielding: update relating to councils entering Tier 4 on 31/12

**12. Matters for reporting or inclusion on future agendas**

12.1 Motion proposed for discussion by Cllr B Davis –

- i. GPC put a 10% increase on next year's allotment rental cost but give notice NOW that in 2022-2023 It is our intention to substantially increase the fees to a more realistic figure such that a normal sized allotment is charged at around £50 per annum (£1.00 per week) To achieve this we would need to increase our rate for 25 SqM from £7.71 to about £15. This gives Allotment holders 14 months' notice so that they can decide if they want to continue renting.
- ii. Re number the plots such that there is some logic to the numbering system
- iii. Consider having a higher non parishioner and parishioner rate for the allotments similar to the burial ground.

12.2 Internet connection and hosting of meetings to be addressed.

**ACTION 1/21 – 13** – Clerk to liaise with Councillors who may be able to try hosting.

12.3 The next meeting of the Parish Council will be held at 7.30 pm on Monday 1 February 2021 by ZOOM  
Conference call

**Part 2 – None**

----- Meeting ended 9.15pm -----

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Chairman

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Dated